

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE December 2016	H.R. APPROVAL EC
PC # 1133		POSITION NUMBER (Agency - Unit - Class - Serial) 175-406-1741-001	
BUREAU SECTION Administrative Services Bureau, Fiscal Services Section		Accounting Technician	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT Vacant	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Administrative Services Bureau, Fiscal Services Section, Accounting Office, provides timely and customer service based fiscal and accounting services, policy and procedural advice, and other fiscal support needed for the California State Library (CSL). Under the direction of the Accounting Administrator I (Supervisor), the Accounting Technician performs routine semiprofessional accounting work and account maintenance functions. As part of the Accounting Office, the incumbent will perform a variety of accounting duties.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	<b>ESSENTIAL FUNCTIONS:</b>		
40%	Responsible for the audit of invoices for accuracy, completeness and conformity in accordance with California Prompt Payment Act and the State Administration Manual (SAM). Responsible for each step of the invoice review by maintaining the Invoice Tracking Log and reconciling the invoice to the Purchase Order in the Financial Information System for California (FI\$Cal) to support the invoice payment. Process vouchers for invoice payments following SAM, State Controller's Office (SCO) rules, CSL procedures. Maintain detailed spreadsheets for contract payments and facility direct transfers to verify the financial data for payment accuracy. Resolve invoice and payment errors pertaining to vouchers to ensure compliance with accounting guidelines. Maintain the office filing system and assists the Accounts Payable lead with bank deposits.		
25%	Responsible for the completion of the Payee Data Record (STD 204 form) and submission to FI\$Cal to update the State's Vendor File. Communicate with the vendor regarding the STD 204 form, payment questions, and routine problems with paying invoices including the completion of the invoice dispute forms that are sent to a vendor. Communicate with the Business Services Office (BSO) regarding the vendor setup, FI\$Cal receipt of goods/services, and any Purchase Order issues. Maintaining the Accounting Office email account for communication with vendors and CSL employees regarding accounting issues. Responsible for pickup and delivery of mail from the mailroom and for office supply orders for the Fiscal Services Section.		
15%	Responsible for the processing, sales, and distribution of Transit passes, stickers, and tickets. Complete Reconciliation documentation to reconcile payments and payroll deductions against sales records and submit for Accounting Administrator I (AAI) review and approval. Prepare forms for review and approval of Office Revolving Fund (ORF) payments to transit vendors. Maintain CSL Intranet calendar and Admin Intranet page with transit sales dates and other applicable transit information. Provide support of a cash box, cash collections, and reconciliation of cash sales made to library patrons.		
10%	Log, sort, and file payroll checks for distribution to pay officers and CSL staff. Communicates with Human Resources Office to release payroll and coordinate with ORF staff when payroll salary advances are required and process miscellaneous payments to CSL staff such as travel check distribution. Communicates with staff to prepare requisitions for office supply orders.		

10%	<p><b>MARGINAL FUNCTIONS:</b></p> <p>Research and apply SAM, DGS, California Department of Human Resources (CalHR) and other rules and regulations in retaining accounting records. Maintain on-going contact with CSL staff, vendors, FI\$Cal, and the SCO. Assist the AAI, other Accounting staff and Fiscal Manager on special projects, accounts payable, and other accounting activities. Develop, update, and maintain written desk procedures to ensure adequate internal controls and proper accounting functions.</p>
<p><u><b>SUPERVISION RECEIVED</b></u>          The Accounting Technician works under the direct supervision of the Accounting Administrator I (Supervisor).</p> <p><u><b>SUPERVISION EXERCISED</b></u>          No supervisory responsibilities.</p> <p><u><b>ADMINISTRATIVE RESPONSIBILITY</b></u>          Responsible for the accurate and timely processing of invoice and contract payment.</p> <p><u><b>PERSONAL CONTACTS</b></u>          This position is the primary contact with vendors regarding invoice payment. This position will have internal contact with the Administrative Services Bureau staff in the Budget Office, Business Services Office, Local Assistance, Compliance, and Accounting Office and with other CSL program management and staff.</p> <p><u><b>FUNCTIONAL REQUIREMENTS</b></u>          The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential when working in the office setting.</p>	
<p><b>OTHER INFORMATION</b></p> <ul style="list-style-type: none"> <li>Possess excellent verbal and written communication skills.</li> <li>Financial accounting experience.</li> <li>Must exhibit excellent attendance, punctuality, and dependability.</li> <li>Ability to speak confidently on the telephone or in person with customers.</li> <li>Possess strong organizational and time management skills.</li> <li>Ability to be flexible to shift priorities and workloads to meet program goals.</li> <li>Proficient with software applications, especially Microsoft Excel and Word.</li> <li>Must have the ability to work independently and in teams to meet work timelines.</li> </ul>	
<p><i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</i></p>	
<p>I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.</p>	
SUPERVISOR'S NAME (PRINT)	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;">SUPERVISOR'S SIGNATURE</div> <div style="width: 30%;">DATE</div> </div>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)</p>	
EMPLOYEE'S NAME (PRINT)	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;">EMPLOYEE'S SIGNATURE</div> <div style="width: 30%;">DATE</div> </div>